

**OFFICE OF THE ADJUTANT GENERAL
Virginia National Guard
Mullins Armory/5901 Beulah Road
Sandston, VA 23150**

NATIONWIDE AIR AGR VACANCY ANNOUNCEMENT

VIRGINIA AIR NATIONAL GUARD MILITARY TOUR NOTICE – ACTIVE GUARD/RESERVE (AGR)

ANNOUNCEMENT NUMBER: 15-06 AF

POSITION TITLE: Contract Specialist (Military) **(Re-Advertised)**

UNIT: 192^d Mission Support Group

LOCATION: Joint Base Langley-Eustis, Hampton, Virginia

GRADE: SSgt/E-5 NTE MSgt/E-7

AFSC: 6C0X1

TOUR LENGTH: 1-6 years

ELIGIBILITY OF FEMALES: Yes

OPENING DATE: 22 January 2015

CLOSING DATE: 20 February 2015

DESCRIPTION OF DUTIES: Serves as contract specialist responsible for all aspects of the contracting transactions from initiation to recommendation of award for the: (1) central procurement of commodities or services for several activities in a geographic area, or for an agency, a department or departments; or (2) procurement of a variety of supplies, services, or construction in support of an installation or activity. Centralized requirements typically include specialized items, e.g., repair parts such as various hose assemblies and refueling hoses for aircraft and ships, components of specialized equipment, items which are manufactured to specification for a special purpose, or medical supplies and equipment. Installation support includes a variety of materials, services, or construction, e.g., valves, electrical and electronic equipment, protective clothing, mill and lumber products, minor alteration and repair, and maintenance, custodial, protective, and technical services involving the use of the formal contracting process. Reviews requisitions and determines appropriate method of procurement, i.e., formal advertising or negotiation. This includes citing the authority in determinations and findings reports prepared for the contracting officer when procurement is by negotiation. Develops procurement plans by reviewing previous history, market conditions, and specifications or technical data packages. Determines adequacy and completeness of description, which involves research of various manuals and catalogs, or discussions with manufacturer's representatives or requisitioning sources to identify and initiate any corrective actions required. Compiles bidders' list from qualified bidders' applications, knowledge of suppliers, contacts with trade associations, Small Business Administration, or other sources. Prepares and issues solicitation documents. Selects appropriate clauses, ensures clear and complete specifications including packing and delivery requirements or other stipulations, and serves as a central point of contact on assigned procurements to respond to inquiries. Performs detailed analysis of bids or proposals received. This includes insuring strict compliance with specifications on advertised procurements, and recommending award to lowest bidder providing such compliance. On negotiated procurements, contacts offerors or contractors to negotiate prices which appear either excessive or underestimated, to request earlier delivery date or closer

conformance to specifications, or similar matters. In both formal advertised and negotiated acquisitions, performs detailed analyses to determine bid responsiveness and responsibility of offer. This includes review of past bids and awards, request of pre-award survey, and establishment of price reasonableness by either price or limited cost analyses. Drafts final contract including specifications, packing and shipping requirements, inspection instruction, and all other special and standard clauses. Prepares recommendations for award, documenting reasons for decisions including justifying basis for not recommending lowest bidder.

ACTIVE GUARD/RESERVE ELIGIBILITY REQUIREMENTS:

1. Individuals must meet the basic eligibility criteria as stated in ANGI 36-101, Chapter 2. Member must possess outstanding appearance, military bearing, and conduct with no history of disciplinary action.
2. Must hold AFSC 6C0X1.
3. Applicant's military grade cannot exceed the maximum grade authorized on the SPMD for the position and ANG Grade Compatibility Table.
4. Open to all AGR/Military Technician/Traditional Airmen in grades TSgt-MSgt who are members of the Virginia Air National Guard, or who are eligible to become members of the Virginia Air National Guard.
5. Minimum ASVAB General Score of 72.
6. Start date: No earlier than 1 Oct 2014; position contingent on resource availability.

ADDITIONAL REQUIREMENTS:

1. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty location without his/her consent. Retention in the program will be subject to continued satisfactory performance as determined by the supervisor and/or commander.
2. Existing ANG promotion policies apply and grade ceilings established by ANGI 36-101.
3. At the option of supervisor/nominating official, applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's expense; however telephone interviews may be arranged.

APPLICATION PROCEDURES AND REQUIRED DOCUMENTATION: Interested members may apply by submitting the completed documents directly to:

192nd FSF/HR, 165 Sweeny Blvd, Ste 206, Joint Base Langley-Eustis, Virginia 23665 or by email: Va_ANGJobs@us.af.mil

Documents Required:

1. NGB Form 34-1 CAN BE OBTAINED FROM THE NGB publications website: <http://www.ngbpdcc.ngb.army.mil/forms/Adobe/ngbf34-1.pdf>
2. Report of Individual Personnel (RIP)
3. Scores from current AF PT Test
4. Individual Medical Readiness (IMR) Report (AF Portal)
5. AF Form 422 or AF Form 422/469 (if currently on restrictions)

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CONTRACT SPECIALIST (MILITARY)

EEO POLICY STATEMENT: Consideration for this position will be without regard to sex, age, handicap (except where required by military regulations), race, color, national origin, religion, lawful political affiliation or membership/non-membership in an employee organization.

Additional information: Contact SFC Shawn Oliver at (804)236-7831 or CW4 D' Juana Goodwin (804)236-7823

This announcement will be posted on official bulletin boards throughout the area of consideration through the closing date.

All applications must be received in the Human Resource Office before the close of business by the closing date specified on the announcement. Applications received after the closing date will not be considered.